WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time Date/Time Start	Military Time Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	____	8.31.13/1204	0.1	____	☒	☐
☒ Shutdown	8.31/13/0044	____	11.3	99	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		

Date Form Filled Out: 9.1.13 Signature: [signature]

Comments: Ran out of Nitrogen

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment.. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☒	☐
8.	Contact qualified resource: a. Record contact name, date and time: ____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time: Date/Time Start	Military Time: Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	10-16-13 / 1113	10-16-13 / 1113	0	____	☒	☐
☒ Shutdown	10-15-13 / 1312	10-16-13 / 1113	22	99	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 10-17-13				Signature: [signature]		

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately. *Actuated drain valve install. Damaged PLC; OIT. No gas free vented.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☒	☐
8.	Contact qualified resource: a. Record contact name, date and time: Randy Davis / onsite	☒	☐
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

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WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

	Military Time				SOP* Followed?	
Type of Event	Date/Time Start	Date/Time End	Duration (hours)	Event Code (see back of form)	Yes	No**
☒ Startup	10.17.13 / 0905	10.17.13 / 0906	0.1		☒	☐
☒ Shutdown	10.16.13 / 1513	10.17.13 / 0905	18	99	☒	☐
☐ Malfunction					Complete Section 2 Below	
☐ Non-malfunction						
Date Form Filled Out: 10.18.13				Signature:		

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately. Flare turned off overnight due to PLC damage.

Section 2 – Malfunction Events Only

		Check one of the following for each step:	
Step	**Corrective Action Procedures for All Malfunctions**	**Procedure completed**	**Procedure Not Applicable**
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): _____	☒	☐
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☐	☒
5.	Contact qualified resource: a. Record contact name, date and time: _____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☒	☐
8.	Contact qualified resource: a. Record contact name, date and time: _____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time: Date/Time Start	Military Time: Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	10.18.13 0718	10.18.13 0718	0.1		☒	☐
☒ Shutdown	10.17.13 1303	10.18.13 0718	18H	99	☒	☐
☐ Malfunction					Complete Section 2 Below	
☐ Non-malfunction						
Date Form Filled Out: 10.17.13				Signature:		

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately. Flare turned off over night due to PLC damage.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe):	☒	☐
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☐	☒
5.	Contact qualified resource: a. Record contact name, date and time: b. Contact site representative with information recorded in No. 5.a.	☒	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☒	☐
8.	Contact qualified resource: a. Record contact name, date and time:	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

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WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time		Duration (hours)	Event Code (see back of form)	SOP* Followed?	
	Date/Time Start	Date/Time End			Yes	No**
☒ Startup	10.18.13 / 1328	10.18.13 / 1329	0.1	1	☒	☐
☒ Shutdown	10.18.13 / 1117	10.18.13 / 1328	1.2	1	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 10.19.13				Signature:		

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately. * Trouble Shooting Electrical Components.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☒	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☐	☒
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☐	☒
8.	Contact qualified resource: a. Record contact name, date and time: ____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time: Date/Time Start	Military Time: Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	10.21.13 / 1257	10.21.13 / 1255	0.1	1	☒	☐
☒ Shutdown	10.21.13 / 1149	10.21.13 / 1253	1.1	1	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 10.22.13				Signature:		

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately. * Trouble shooting Electrical components.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☐	☒
8.	Contact qualified resource: a. Record contact name, date and time: ____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

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WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time: Date/Time Start	Military Time: Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	10.23.13 / 1633	10.23.13 / 1634	0.1	1	☒	☐
☒ Shutdown	10.23.13 / 1318	10.23.13 / 1633	3.2	1	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 10.25.13				Signature:		

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately. * Installed New PLC, Card & Power Supply.

Section 2 – Malfunction Events Only Components damaged by load carrier.

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☒	☐
8.	Contact qualified resource: a. Record contact name, date and time: LFG Specialties	☒	☐
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

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WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time: Date/Time Start	Military Time: Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	10.29.13 1330	10.29.13 1331	0.1	1	☒	☐
☒ Shutdown	10.29.13 0833	10.29.13 1330	5.2	1	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 11.1.13				Signature: [signature]		

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately. * Shutdown by LFG to install a new Carrier, PLC, card & Power Supply.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☐	☒
8.	Contact qualified resource: a. Record contact name, date and time: ____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

ction 1 – All Events

Type of Event	Military Time: Date/Time Start	Military Time: Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	____	11/24/13/1602	____	____	☒	☐
☒ Shutdown	11/23/13/1948	____	____	10	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 12.4.13				Signature: [signature]		

Comments: Condensate drain on Flare stack clogged & froze over night, triggered Flares "High Flow" Alarm. Cleared clog on 11.24.13 & restarted Flare.

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment.. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☐	☒
8.	Contact qualified resource: a. Record contact name, date and time: ____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time: Date/Time Start	Military Time: Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	____	11.24.13/1610	0.1	____	☒	☐
☒ Shutdown	11.24.13/0956	____	6.2	99	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 11.25.13				Signature: [signature]		

Comments: Ran out of Nitrogen

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	Check one of the following for each step: Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☒	☐
8.	Contact qualified resource: a. Record contact name, date and time: ____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒

WASTE MANAGEMENT

Startup / Shutdown / Malfunction Report Form

Site Name: Cottonwood Hills Recycling and Disposal Facility

Section 1 – All Events

Type of Event	Military Time Date/Time Start	Military Time Date/Time End	Duration (hours)	Event Code (see back of form)	SOP* Followed? Yes	SOP* Followed? No**
☒ Startup	____	12.11.13/1610	0.1	____	☒	☐
☒ Shutdown	12.11.13/1404	____	1.0	10	☒	☐
☐ Malfunction	____	____	____	____	Complete Section 2 Below	
☐ Non-malfunction	____	____	____	____		
Date Form Filled Out: 12.14.13				Signature: [signature]		
Comments: Auto-Restart.						

*Standard Operating Procedure (SOP) for Flare Startups (Manual & Automatic) and Shutdowns are provided in SSM Plan
If SOP in SSM Plan was not followed, **notify site engineer immediately.

Section 2 – Malfunction Events Only

Step	Corrective Action Procedures for All Malfunctions	*Check one of the following for each step:* Procedure completed	Procedure Not Applicable
1.	Determine if the malfunction causing an unsafe operating condition (air entering landfill or piping, smoking, vibration, or other problem), which may harm people, the environment or the landfill gas control equipment. *If conditions are unsafe, **notify your supervisor** and follow steps under No. 3.*	☒	☐
2.	Determine if landfill gas being released to the air (can you smell landfill gas, or measure/detect uncombusted gas flow?). *If landfill gas is being released, follow steps under No. 3.*	☒	☐
3.	If unsafe operating condition exists, or landfill gas is being released to the air, stop (if possible) landfill gas flow by one or more of the following: a. Close nearest valve to source of emissions b. Place a temporary cap on piping c. Apply other device (i.e., duct tape) d. Shut down blower e. Turn off main power disconnect switch to blower f. Other (Describe): ____	☐	☒
4.	Determine if other personnel/resource (qualified technician, electrician, consultant or other) are needed for malfunction diagnosis. *If other personnel or resources are not needed, go to No. 6.*	☒	☐
5.	Contact qualified resource: a. Record contact name, date and time: ____ b. Contact site representative with information recorded in No. 5.a.	☐	☒
6.	Start malfunction diagnosis.	☒	☐
7.	Determine if other resources are needed to fix the malfunction (qualified technician, electrician, contractor, on-site resources, manufacturer's representative, or other). *If other resources are not needed, go to No. 9.*	☒	☐
8.	Contact qualified resource: a. Record contact name, date and time: ____	☐	☒
9.	Fix the malfunction.	☒	☐
10.	Once the malfunction is fixed, restart the system per SOP if it had been shut down, and record startup times and dates on this form.	☒	☐
11.	Record date that malfunction occurred, date that malfunction was repaired, and total time that system was out of service in boxes in Section 1 of this form.	☒	☐
12.	Sign this form, copy it, and place it in the Startup Shutdown, Malfunction file.	☒	☐
13.	If the procedures listed above were not followed, contact the site engineer immediately.	☐	☒